



**PROGRAMME BOARD MEETING**

**DATE:** Thursday 01 September 2022

**TIME:** 12:00-14:00

**VENUE:** MS Teams

**Chair:** Laura Zeballos

**Attendees:** See attached list

**AGENDA**

	<b>Time</b>	<b>Item</b>	<b>Lead</b>	<b>Format</b>
1.	12:00	Welcome and Apologies	<b>LZ</b>	Verbal
2.	12:05	Minutes from meeting 01 August 2022 for approval and review priority actions	<b>LZ</b>	Paper / Excel
3.	12:10	Formal Hearing Guide – Request for amendment	<b>LH</b>	Email
4.	12:20	Review Draft Career Break Policy	<b>NC / SL</b>	Paper
5.	12:55	Review Draft Special Leave Policy	<b>SL / NC</b>	Paper
6.	13:30	Programme Highlight Report	<b>LH</b>	Paper
7.	13:35	Programme Risks & Issues	<b>LH</b>	Slide Deck
8.	13:45	Communication of key messages	<b>LZ</b>	Verbal
9.	13:50	Any Other Business	<b>All</b>	
10.	14:00	Date of next meeting: <ul style="list-style-type: none"> <li>Tuesday 04 October 13:00 -15:00</li> </ul>		

## PROGRAMME BOARD MEETING – 01 September 2022

### **Attendees**

- (LZ) Laura Zeballos, Deputy Director Health Workforce Pay, Practice and Partnership **(Chair)**
- (JA) Jeff Ace, Chief Executive, NHS Dumfries & Galloway
- (JB) Janis Butler, HR Director, NHS Lothian
- (NC) Noreen Clancy, Head of Employee Relations, NHS Lothian
- (JJ) Jacqui Jones, HR Director, NHS National Services Scotland (NSS)
- (CH) Catriona Hetherington, Acting Head of Staff Governance, Scottish Government
- (SL) Steven Lindsay, Employee Director Elect & Full-time Partnership Representative, NHS Grampian
- (JO'C) James O'Connell, Regional Officer, Unite
- (NP) Norman Provan, Associate Director (Employment Relations), Royal College of Nursing (RCN)
  
- (LH) Lynn Hunter, Programme Manager, NHS NSS

### **Apologies**

- (DM) David Miller, Chief People Officer, Scottish Government
- (AG) Anna Gilbert, Head of Workforce Practice, Scottish Government